

Effective Date: 9/11/79
Revised: 06/99

Town of Concord

APP # 18

Applications for and Acceptance of State and Federal Grants

The application for and acceptance of State and Federal grants is governed by State and Federal statutes. This Administrative Policy-Procedure shall set forth the procedures for the application and acceptance of all grants:

1. Applications for grants of State and Federal funds must be signed by the Town Manager. A copy of the application and notification of any awards shall also be forwarded to the Town Accountant.
2. The Town Manager shall be notified as soon as an application is initiated.
3. After a grant has been awarded, the expenditure of funds in accordance with the grant will require the approval of the Board of Selectmen. The employee or board member will be notified of the date and time of the agenda item in the event they wish to attend.
4. All expenditures from grant funds shall be made utilizing the Town's standard purchasing and bill-payroll processing procedures.

cc: All Committee and Board Chairpersons
All Department Heads
Town Counsel